



SPRING 2010

Test Administration Directions

GRADES 3–8

Test Administrator's Name

ARIZONA'S

Instrument to Measure Standards

*Writing, Reading,
Mathematics, and Science*

AZ00000737

PEARSON



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The Arizona Department of Education gratefully acknowledges the work of hundreds of Arizona teachers involved in the development of the AIMS tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

Overview for the Spring 2010 Administration of AIMS 3–8

Arizona’s Instrument to Measure Standards Grades 3–8 (AIMS 3–8) is administered in April to students in Grades 3 through 8 in the content areas shown below.

Grade	Writing	Reading	Mathematics	Science
3		✓	✓	
4		✓	✓	✓
5	✓	✓	✓	
6	✓	✓	✓	
7	✓	✓	✓	
8		✓	✓	✓

All grade levels of AIMS 3–8 also include an embedded Stanford 10 norm-referenced test in the content areas of reading, language, and mathematics. The score reports for AIMS 3–8 will include both AIMS results and Stanford 10 results. The Spring 2010 AIMS 3–8 tests must be offered to all students who are eligible to participate. See “Students to Be Tested” on page 2 for more information.

The window for AIMS 3-8 testing is scheduled between Monday, April 12, 2010, and Friday, April 23, 2010. Testing and make-up testing must be conducted according to the Test Administration Schedule on pages 2–4 in this document. The district test coordinator must schedule five dates during the window for the test administration. It is preferred that all **schools** within the same district or charter test on the exact same dates. When that is not possible, then all **grades** within the same district or charter must schedule testing for the exact same dates. The Test Coordinator is responsible for communicating the testing schedule to Test Administrators, parents, guardians, and students.

This document provides directions for the administration of all content areas of AIMS 3–8, and should be used by the Test Administrator during each day of AIMS 3–8 testing.

Test Administrator Responsibilities

The Test Administrator is responsible for:

- ☐ participating in training activities scheduled by the Test Coordinator;
- ☐ signing and returning to the Test Coordinator the AIMS Test Security Agreement;
- ☐ adhering to test administration security procedures;
- ☐ reviewing this document in advance of the testing date;
- ☐ receiving test materials from the Test Coordinator;
- ☐ verifying the quantities of test materials received;
- ☐ requesting from the Test Coordinator any additional materials required to test all eligible students;
- ☐ distributing, collecting, and verifying all test materials on testing days;

- ☐ following the test administration directions exactly as stated in this document;
- ☐ reading aloud to the students the scripted directions exactly as stated in this document;
- ☐ completing all necessary demographic information on the student demographic data grid for those students **without** a Pre-ID label;
- ☐ completing the accommodations information on the answer documents or Grade 3 test books for all students receiving standard accommodations; and
- ☐ assembling and returning all test materials to the Test Coordinator.

Students to Be Tested

Students in Grades 3 through 8 are to participate in the Spring 2010 administration of AIMS 3–8 in the content areas shown in the chart on page 1. Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, AIMS A, are excluded from AIMS 3–8. Refer to the AIMS A guidelines on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering for additional information. All students in Grades 3–8 are expected to participate in either AIMS or AIMS A testing.

Test Administration Schedule

AIMS 3–8 must be administered exactly as shown in the table and described below. The school’s specific testing schedule must be clearly communicated to parents, guardians, and students in advance.

AIMS 3–8 is not a timed test.

The following are **approximate times** needed to administer AIMS 3–8. These estimates include time to distribute materials to students, complete student information on test materials, read directions, and collect and count test materials at the end of each testing session.

AIMS Test Administration			
Test Window: Monday, April 12, 2010–Friday, April 23, 2010			
Testing Day	Content Area	Grade(s)	Session(s)—Approximate Time
Day 1	Writing	5, 6, and 7	1 session—2 hours
Day 2	Reading Part 1	3–8	1 session—45–60 min.
	Mathematics Part 1	3–8	1 session—45 min.
Day 3	Reading Part 2	3–8	1 session—45–60 min.
	Mathematics Part 2	3–8	1 session—45 min.
Day 4	Reading Part 3	3–8	1 session—45–60 min.
	Mathematics Part 3	3–8	1 session—45 min.
Day 5	Science Part 1	4 and 8	1 session—45–60 min.
	Science Part 2	4 and 8	1 session—45–60 min.

Days 1, 2, 3, 4, and 5 are distinct and separate dates. Day 1 of testing must be scheduled on April 12 or 13. Days 2, 3, and 4 of testing must be scheduled in order, but not necessarily on consecutive days. Day 4 of testing must be scheduled no later than April 21. On Days 2, 3, and 4 of testing, the reading part is to be administered before the mathematics part of the test. Day 5 of testing must be scheduled after Day 4 but no later than April 22. Make-up testing is to be scheduled as needed, but all make-up testing must be completed by April 23.

Day 1—Grades 5, 6, 7 Writing Tests

The **Grades 5, 6, and 7** writing test is to be administered in one session of two hours with a stretch break after the first hour.

Day 2—Grades 3 through 8 Reading and Mathematics Tests, Part 1

Part 1 of the Grades 3 through 8 reading test is to be administered in one session of 45–60 minutes.

Part 1 of the Grades 3 through 8 mathematics test is to be administered in one session of 45 minutes.

A significant break should be scheduled between the administration of Part 1 of the reading test and the administration of Part 1 of the mathematics test.

Day 3—Grades 3 through 8 Reading and Mathematics Tests, Part 2

Part 2 of the Grades 3 through 8 reading test is to be administered in one session of 45–60 minutes.

Part 2 of the Grades 3 through 8 mathematics test is to be administered in one session of 45 minutes.

A significant break should be scheduled between the administration of Part 2 of the reading test and the administration of Part 2 of the mathematics test.

Day 4—Grades 3 through 8 Reading and Mathematics Tests, Part 3

Part 3 of the Grades 3 through 8 reading test is to be administered in one session of 45–60 minutes.

Part 3 of the Grades 3 through 8 mathematics test is to be administered in one session of 45 minutes.

A significant break should be scheduled between the administration of Part 3 of the reading test and the administration of Part 3 of the mathematics test.

Day 5—Grades 4 and 8 Science Tests

Part 1 of the Grades 4 and 8 science test is to be administered in one session of 45–60 minutes.

Part 2 of the Grades 4 and 8 science test is to be administered in one session of 45–60 minutes.

A significant break should be scheduled between the administration of Part 1 of the science test and the administration of Part 2 of the science test.

For all AIMS testing, students may not have access to any electronic devices, including cell phones, from the time they enter the testing room until dismissed.

A testing session is complete only when the allotted time for the session has ended or when all students present have finished the session. Students may be instructed to bring personal reading materials or classwork they can do if they finish a testing session before the allotted time has ended. Students who need additional time beyond the allotted time must be allowed to continue testing immediately following the scheduled testing session. These students may be escorted to another secure testing location at the conclusion of the allotted testing time to finish the testing session. For each day of testing and each content area, students must complete the designated sessions by the end of the school day.

For each day of testing and each content area, students must complete the designated sessions by the end of the school day.

Plan to start and finish an AIMS 3–8 testing session entirely before lunch or entirely after lunch. Only those students requiring additional time beyond the allotted time should have lunch or another meal while testing on AIMS 3–8. For these students, the meal should be brought to the student, and the student should remain in the secure testing environment while eating.

Test Materials

Test Administrators will receive their test materials from the Test Coordinator. Each Test Administrator should receive from the Test Coordinator an inventory of the number of test books and answer documents that have been delivered. Upon receipt of the test materials, the Test Administrator should count the number of test books and answer documents received. Any discrepancies must be reported immediately to the Test Coordinator.

Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

AIMS 3–8 test books and answer documents are secure documents. For each day of AIMS testing, Test Administrators will collect their test materials from the Test Coordinator at the beginning of each day of testing and return them to the Test Coordinator at the end of each day of testing. While in the possession of the Test Administrator, test materials must be kept in **secure, locked storage** except during actual test administration times. Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

For Grade 3, AIMS 3–8 includes one machine-scorable test book.

For Grades 4 through 8, AIMS 3–8 includes one nonscorable test book per grade and one machine-scorable answer document per grade.

For all AIMS testing, including Grade 3, the use of scratch paper or extra paper is prohibited. Students may write directly in their test books when needed. For Grade 3, that writing should be in pencil only and must be away from the bubbles. For all other grades, students may use colored pencils, pens, markers, and highlighters to mark in their nonscorable test books as needed.

Use of scratch paper or extra paper is prohibited.

Students must use a standard, wooden, graphite-based No. 2 pencil to mark their answers to multiple-choice questions and to write their final responses to the writing prompt. Only answers marked or written with a No. 2 pencil will be scored.

*Students **must** use a standard, wooden, graphite-based No. 2 pencil to mark their answers to multiple-choice questions and to write their final responses to the writing prompt.*

Spring 2010 AIMS 3–8 test materials to be supplied by the state include:

- ☐ AIMS 3–8 Test Books (Grades 3 through 8);
- ☐ AIMS 3–8 Answer Documents (Grades 4 through 8);
- ☐ AIMS 3–8 *Test Administration Directions*;
- ☐ Pre-ID labels;
- ☐ Pre-ID Roster.

Test materials that **must** be supplied by schools for each testing room include:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a “Testing—Do Not Disturb” sign; and
- ☐ commercially published paper dictionaries and commercially published paper thesauri for use on the writing test **only**.

Test Administrators must be sure to have an adequate supply of test materials available prior to testing.

Precautions

- Do not use any test books or answer documents other than those that correspond to the Spring 2010 administration of AIMS. Documents from other testing programs or from previous AIMS test administrations will not be scored.
- Do not photocopy the test books or the answer documents.
- Do not disassemble or pull pages from the answer documents or the Grade 3 test books.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the answer documents or the Grade 3 test books.
- Do not insert loose papers into the answer documents or the Grade 3 test books.
- Do not tape or glue additional paper into the answer documents or the Grade 3 test books.
- Do not allow students to use extra paper to write their responses for the writing test. Only responses that are **handwritten** in pencil on the pages designated “Final Copy” will be scored.
- Do not allow students to use correction fluid on the answer documents or the Grade 3 test books. If an error is made in filling in a bubble or in the final response to the writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters on the answer documents.
- Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. Follow the directions of your Test Coordinator for the proper handling of contaminated test materials.

Before Testing

Training and Test Security

A Test Administrator should be assigned to each testing room. If the number of students testing in the room requires it, Proctors may also assist the Test Administrator during the administration of the test. Test Administrators and Proctors must be employees of the school. Test Administrators and Proctors must be trained by the Test Coordinator in the correct test administration and test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- examine, read, or review the content of any portion of the test;
- disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;
- discuss any AIMS 3–8 test item before, during, or after test administration;
- allow students access to test questions or writing prompts prior to testing;
- allow students to share information during test administration;
- allow students to use scratch paper or extra paper;
- read any parts of the test to students except as indicated in the test administration directions;
- influence students' answers;
- change students' answer choices;
- review students' answers, including the writing rough draft and writing final copy;
- photocopy, transcribe, or in any way duplicate any part of AIMS 3–8 test books;
- fail to return all test materials, including unused documents; and
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Test Administrators and Proctors may **not** assist students in answering questions. Test Administrators and Proctors may **not** translate, reword, or explain any test questions or any answer choices. No test item may ever be discussed before, during, or after test administration. (See the Glossary on page 66 in this document for the definition of *item*.) Refer to “Test Preparation and Administration Practices” on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering.

To ensure the security of AIMS 3–8, Test Administrators and Proctors **must** sign a copy of the AIMS Test Security Agreement obtained from the Test Coordinator or found on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering.

Preparing the Room for Testing

AIMS tests are to be administered at Arizona schools. AIMS tests may be administered in a home or hospital setting for a single student. AIMS tests cannot be administered outside the state of Arizona.

The testing room should be prepared for the test administration prior to the testing date. Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance. Poster-size versions of the Mathematics AIMS Reference Sheets for Grades 6–8, the Science AIMS Reference Sheet for Grade 8, and the AIMS Six Trait Analytic Writing Rubric Official Scoring Guide, as downloaded from the ADE Web site, may remain posted during AIMS testing. Any of these posted materials must match the grade level being tested in the room. For example, a Grade 6 classroom may have the AIMS Mathematics Grade 6 Reference Sheet and the AIMS Six Trait Analytic Writing Rubric Official Scoring Guide posted, but may not have any other AIMS Mathematics Reference Sheets or the AIMS Science Reference Sheet posted. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

Arrange student seating so that students cannot easily see the answer documents of others and so that the Test Administrator(s) and Proctor(s) can walk by each student. Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the distribution of tests and answer documents.

During Testing

Reading the Scripted Directions

AIMS 3–8 is a standardized test. The Test Administrator must follow the directions exactly as stated in this document.

As you read the scripted directions for AIMS, you will see the following symbols. They are used to guide you through the administration of each day of testing and to help ensure proper testing procedures throughout each testing session. Please review the scripted directions in advance to become familiar with these symbols and testing procedures.

*The Test Administrator **must** follow the directions exactly as stated in this document.*



This symbol indicates the directions you are to read aloud to the students. The text is printed in bold type.



This symbol indicates places where you should use a test book or answer document to show sample items or to make sure students have turned to the correct page.

Text printed in italics Information that is provided for the Test Administrator and that should not be read aloud to the students is printed in italics.

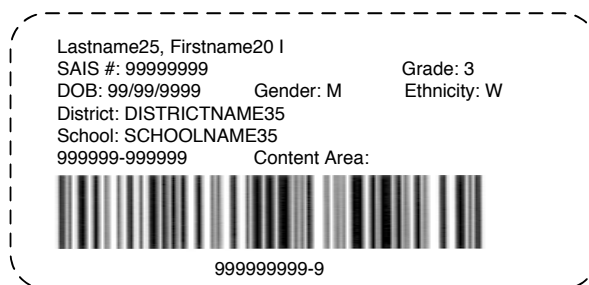
Read aloud to students only what is printed in bold type. Since this manual is designed for use in administering AIMS in all Grades 3 through 8, some language in the script is specific to certain grades. Test Administrators are encouraged to read the script in advance of the test administration and highlight the portions that are relevant for the grade level being tested. Be certain to follow the directions to Test Administrators printed in italics.

Student Identification Information

Student identification information to be completed **by the student** is located on the front covers of the Grades 3 through 8 test books and on the front covers of the Grades 4 through 8 answer documents. Student identification information to be completed by the student includes Student Name, Teacher Name, School, and District. Prior to test administration, and before distributing test books and answer documents to students, the Test Administrator should write the names of the teacher, the school, and the school district on the board in a visible location. The scripted directions will guide students through the completion of this information on their test books and answer documents.

Pre-ID labels are to be affixed in the proper location on the front of the Grade 3 test books and Grades 4 through 8 answer documents.

Pre-ID labels are not to be saved for use on another AIMS 3–8 administration. Any Pre-ID labels that are not used during the Spring 2010 administration of AIMS 3–8 are to be returned with the nonscorable test materials.

A sample Pre-ID label enclosed in a dashed rectangular border. The label contains the following text: Lastname25, Firstname20 I; SAIS #: 99999999; Grade: 3; DOB: 99/99/9999; Gender: M; Ethnicity: W; District: DISTRICTNAME35; School: SCHOOLNAME35; 999999-999999; Content Area: Below the text is a barcode. At the bottom of the label, below the barcode, is the number 999999999-9.

Sample Pre-ID label

If a Pre-ID label is **not** available, the student demographic data grid located on the back of the Grade 3 test book and Grades 4 through 8 answer documents **must** be completed. If a Pre-ID label contains an incorrect SAIS Number, do not use the Pre-ID label but instead complete the demographic data grid for that student. Instructions for completing the demographic data grid can be found on pages 58–62 in this document. If a Pre-ID label is used, the demographic data grid is **not** to be completed.

For any student who receives standard accommodations, the fields for these accommodations found in section K on the back of the Grade 3 test book and Grades 4 through 8 answer documents **must** be completed **even if a Pre-ID label is used**. See pages 58–62 in this document for instructions.

Monitoring Testing

During the administration of AIMS, Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors should:

- ☐ supervise the room at all times during testing;
- ☐ answer student questions that pertain **only** to the clarification of test administration directions;
- ☐ verify that students are marking their answers to multiple-choice questions or writing their final responses to the writing prompt in the proper locations in their answer documents; and
- ☐ check for a large number of erasures—these may indicate that a student is confused about the directions. You may help the student understand the directions, but do not explain concepts, or test questions, or answer choices, or give any other help that could influence the student's response.

Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test.

When a student has finished a testing session, the Test Administrator should collect the student's test materials. Once the test materials have been collected, the student may then read or do classwork silently while waiting for the scheduled test or testing session to end.

Follow the test security procedures outlined on page 7 of this document, in the Test Security Agreement, and discussed in your pre-test training while monitoring the test.

Use of Resources

There are two reference sheets in AIMS 3-8: one for the mathematics test and one for the science test. Students in Grades 6, 7, and 8 may use the mathematics AIMS Reference Sheet during the mathematics portion of AIMS 3-8. Students in Grade 8 may use the science AIMS Reference Sheet during the science portion of AIMS. Test books for Grades 6, 7, and 8 contain the appropriate reference sheets.

Math manipulatives, charts, and aids, including, but not limited to, a ruler, number line, compass, and an abacus, may **not** be used on any portion of AIMS 3–8.

Electronic devices, including, but not limited to, computers, calculators, cell phones, digital watches, personal digital assistants, and portable music players, are prohibited during AIMS testing and should not be permitted in the testing room.

*Electronic devices
should not be
permitted in the
testing room.*

Students may use a commercially published paper dictionary and/or a commercially published paper thesaurus for the AIMS writing test **only**, although neither item is required to be used by students. Several copies of each of these items **must** be available in the event students choose to use them. Dictionaries and thesauri may **not** be used for the reading test, the mathematics test, or the science test.

Refer to "Testing Accommodations: Guidelines for 2009–2010" on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering for information regarding the use of resources for students who are eligible for testing accommodations.

Use of Unacceptable Resources

Test Administrators who observe students using unacceptable resources, including, but not limited to, computers, calculators, cell phones, digital watches, personal digital assistants, and portable music players, are to remove the unacceptable resource as soon as possible. **The student must be allowed to continue testing.** After testing is complete, the District Test Coordinator must notify the State Test Coordinator of a possible testing violation. The Arizona Department of Education will determine if a testing violation results in a test invalidation.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. Whenever possible, the disruptive or misbehaving student should be allowed to continue testing in a different location so that other students may test undisturbed. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled testing session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. The student's test materials must be collected before the student leaves the room and then given back to the student upon returning to the room.

Students Who Leave School During Testing

Students who need to leave school before completing a particular testing session of AIMS, including those students who leave due to illness, are ineligible to continue the test for that testing session. The Test Administrator should inform the student that he/she will **not** be permitted to finish that testing session when the student returns to school, collect the student's test book and answer document, and dismiss the student from the testing room. The student's test book and answer document are to be returned to the Test Coordinator. The student's answer document is to be returned with the scorable test materials.

The Arizona Department of Education recommends that documentation identifying the time the student left the testing room, the testing session in progress at that time, and the reason for leaving early be kept and then later attached to the student's test report.

If the student returns to school for a different testing session, the student is permitted to test on that different testing session.

Scripted Directions for Day 1

Administering the Grades 5, 6, and 7 Writing Test

For the writing test, it is important to note that students must address the writing prompt in their final responses. In addition, although students are not required to use either cursive or printed letters to write their final responses, their responses must be legible. Please be sure to emphasize these points to students where indicated in the test administration directions.

Before distributing the Grades 5, 6, and 7 test books and answer documents to students, write on the board the names of the teacher, the school, and the school district.

Distribute the test books and the answer documents to students. Students must use the same test materials for all days of AIMS testing.

*Students **may** use commercially published paper dictionaries and thesauri for the writing test.*

*Grades 5, 6, and 7
Writing Test*

*Students **may**
use commercially
published paper
dictionaries and
thesauri for the
writing test.*

SAY

Today you will be taking the writing portion of Arizona's Instrument to Measure Standards (AIMS).

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her writing test invalidated.



Hold up an answer document and point to the lines in the upper right-hand corner of the front cover.

SAY

On the front cover of your answer document, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Point to the information that you have written on the board. Pause. Make sure students complete information correctly.



Hold up a test book and point to the lines in the upper right-hand corner of the front cover.

Scripted Directions for Day 1 (continued)

SAY On the front cover of your test book, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Pause. Make sure students complete the information correctly.

SAY Now you will fill in the bubble on your answer document that matches the letter of your test book form. On the front cover of your answer document you will find the place to indicate the letter of your test form. Fill in the bubble for the test form indicated on the cover of your test book.

Pause. Walk around the room. Check to make sure students have marked the correct test form on their answer document.

SAY In your test book, there is a writing prompt, and there are a Prewriting and Planning page, two Draft pages, and a Writer's Checklist.



Hold up the test book. As you refer to the "Prewriting and Planning," "Draft," and "Writer's Checklist" pages, point to each page.

SAY You will read the writing prompt in your test book and then use the "Prewriting and Planning," "Draft," and "Writer's Checklist" pages to plan and write your first draft. What you write on these pages will not be scored.

Pause, and then continue.

SAY You will use the Writer's Checklist as a guide to review your first draft. Make sure you have covered everything on the Writer's Checklist. This checklist will be used as a guide to evaluate your final response.

Pause, and then continue.

SAY You may use a dictionary or a thesaurus during the writing test. You may not use scratch paper for any part of this test.

Point to the location in the room where dictionaries and thesauri are stored.



Hold up the answer document. Point to the pages designated "Final Copy."

Make sure students have marked the correct test form on their answer document.

Scripted Directions for Day 1 (continued)

SAY

When you have finished reviewing your draft, you will write your final response in your answer document on pages 2 and 3 designated “Final Copy.” As you write your final response, be sure to follow these rules:

Use a No. 2 pencil. Do not write beyond pages 2 and 3.

Responses extending beyond the space provided will not be scored. Write only on the lines provided.

Your final response may be in cursive or printed letters. However, it is important that your response be legible. It is also important to remember that your work must address the writing prompt provided in the test book.

Pause to answer any questions, and then continue.

SAY

Look at the bottom portion of the cover of your answer document.

Pause.

SAY

Read along silently while I read aloud.

When you finish the Writing test, you will see the following stop sign.

Stop 

When you see this stop sign, do **not** go on to the next part in the test book.

- Use a No. 2 pencil.
- Do not write beyond pages 2 and 3.
- Write only on the lines provided.

Are there any questions?

Pause to answer any questions, and then continue.

SAY

Now set aside your answer document for now.

Pause, and then continue.

Scripted Directions for Day 1 (continued)

SAY Follow the directions that appear in the test book. You will begin by planning and writing your first draft in your test book. When you have completed your planning and your draft, write your final response in your answer document on pages 2 and 3 designated “Final Copy.”

When you have finished, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test materials.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed the writing test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the writing test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Open your test book to the writing prompt on page 1.

Make sure all students have turned to the correct page in their test books.

SAY Please read the writing prompt silently.

Pause while students read the prompt.

SAY You may now reread the writing prompt and begin the writing test. After one hour, you will be asked to stop for a short break.

While students are taking the writing test, move around the room to make sure students are progressing through the testing session.

Stretch Break. After one hour, have a stand-and-stretch break. Use the following instructions.

SAY Stop. Close your test book and answer document so that you may stand and stretch. Please do not talk. Do not use any electronic devices.

Scripted Directions for Day 1 (continued)

At the end of two or three minutes,

SAY Please be seated.

You must remain silent until the conclusion of the testing session. The writing test is not a timed test. If you have not completed the writing test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the writing test by the end of the school day.

Only what is written on the “Final Copy” pages of your answer document, pages 2 and 3, will be scored. When you are satisfied with your final response, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test materials.

You will now continue the writing test. Open your test book to the page you were working on before the break and open your answer document to pages 2 and 3.

While students are taking the writing test, move around the room to make sure students are progressing through the test. As each student finishes the writing test, collect the student’s answer document and test book. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Most students should have time to finish the writing test during the allotted two-hour testing session. At the end of the two-hour testing session, identify those students who require additional time to complete the writing test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the writing test. When all students have finished the test or the allotted time for the testing session has ended, proceed as follows:

SAY This is the end of the writing test. This is also the end of this day of AIMS testing.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located prior to dismissing students. All test materials must be kept in **secure, locked storage** until test materials are returned to the Test Coordinator at the end of the testing day. Students must use the same test materials for all days of AIMS testing.*

Scripted Directions for Day 2

*Grades 3 through 8
Reading Test, Part 1*

DAY 2

Administering Part 1 of the Grades 3 through 8 Reading Test

For Grades 3, 4, and 8, before distributing the test books and answer documents to students, write on the board the names of the teacher, the school, and the school district.

Distribute the Grades 4 through 8 test books and answer documents or the Grade 3 test books.

Students must use the same test materials for all days of AIMS testing.

*Students may **not** use dictionaries or thesauri for any part of the reading test.*

SAY

Today you will be taking Part 1 of the reading portion of Arizona's Instrument to Measure Standards (AIMS) and Part 1 of the mathematics portion of AIMS.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her reading test invalidated.



For Grades 5, 6, and 7, hold up a test book and an answer document and point to the lines on the front covers labeled "Student Name."

SAY

(For Grades 5, 6, and 7) Students must use the same test book and answer document for all days of AIMS testing. Please check to see that the test book and answer document in front of you are the same ones you used for Day 1 of AIMS testing and have your name on the front covers.

Pause while students confirm they have the correct test materials. If any Grade 5, 6, or 7 student did not participate in Day 1 of AIMS testing, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test book and answer document. Guide student through completing the test form bubble on the cover of the answer document.

Scripted Directions for Day 2 (continued)



For Grade 4 and 8, hold up an answer document and point to the lines in the upper right-hand corner of the front cover.

SAY

(For Grades 4 and 8) On the front cover of your answer document, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Point to the information that you have written on the board.

Pause. Make sure students complete information correctly.



For Grades 3, 4, and 8, hold up a test book and point to the lines in the upper right-hand corner of the front cover.

SAY

(For Grades 3, 4, and 8) On the front cover of your test book, write your name on the line labeled "Student name." Complete the lines labeled "Teacher Name," "School," and "District" on the front covers of your test book with the information shown on the board.

Point to the information that you have written on the board.

Pause. Make sure students complete the information correctly.

SAY

(For Grades 4 and 8) Now you will fill in the bubble on your answer document that matches the letter of your test book form. On the front cover of your answer document you will find the place to indicate the letter of your test form. Fill in the bubble for the test form indicated on the cover of your test book.

(For Grades 4 and 8) Pause. Walk around the room. Check to make sure students have marked the correct test form on their answer document.

SAY

Today you will begin with Part 1 of the reading test. The test book contains several passages followed by multiple-choice questions. You will read a passage and then answer the multiple-choice questions that follow. You may refer back to the passage when answering the questions.

Make sure students have marked the correct test form on their answer document.

Scripted Directions for Day 2 (continued)

SAY

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

(For Grades 4–8) You may write in your test book, but you must mark all of your answers in the answer document. Only answers marked in the answer document will be scored. Make sure that you are marking your answer to a question in the space with the same number as the test question.

(For Grade 3) You may write in your test book, but do not write or mark near the bubbles where you will fill in your answers.

You may not use a dictionary or a thesaurus for any part of this test. You may not use scratch paper for any part of this test.

(For Grades 4 and 8) Open your answer document to page 1.

(For Grades 5, 6, and 7) Open your answer document to page 4.

Make sure all students have turned to the correct page in their answer documents.

SAY

(For Grades 4–8) Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign.

Stop 

When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

You may not go back to any other portion of this answer document at any time.

Are there any questions?

Pause to answer any questions.

Scripted Directions for Day 2 (continued)

- SAY** (For Grade 3) Open your test book to page 3.
(For Grades 4 and 8) Open your test book to page 1 and your answer document to page 2.
(For Grades 5, 6, and 7) Open your test book to page 7 and your answer document to page 5.

Make sure all students have turned to the correct pages in their test materials, and then continue.

- SAY** We will begin by doing two sample multiple-choice questions.
- These are the types of questions you will be answering during this session. For each sample, you will read the question in your test book, then fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

- SAY** (For Grades 4–8) Read Sample A in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample A, stop working.
(For Grade 3) Read Sample A in your test book, then fill in the bubble for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A, and then continue.

- SAY** The correct answer for Sample A is “A.”

Pause, and then continue.

- SAY** (For Grades 4–8) Now read Sample B in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample B, stop working.
(For Grade 3) Read Sample B in your test book, then fill in the bubble for the answer you choose.) When you have finished Sample B, stop working.

Give students time to answer Sample B, and then continue.

- SAY** The correct answer for Sample B is “C.”

Pause, and then continue.

Scripted Directions for Day 2 (continued)

SAY

(For Grades 4–8) Follow the directions that appear throughout the test book and mark your answers in the answer document. Please answer all questions. Questions left blank are scored as incorrect.
(For Grade 3) Follow the directions that appear throughout the test book and mark your answers in the test book. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 1 of the reading test, you may go back and check your work for Part 1 of the reading test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

(For Grades 4–8) When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

(For Grade 3) When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 1 of the reading test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete Part 1 of the reading test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY

Now turn to the next page of Part 1 of the reading test in your test book.

Make sure all students have turned to the correct page in their test books.

SAY

You may begin Part 1 of the reading test.

While students are taking Part 1 of the reading test, move around the room to make sure students are progressing through Part 1. As each student finishes Part 1 of the reading test, collect the student's test materials. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Scripted Directions for Day 2 (continued)

Most students should have time to finish Part 1 of the reading test during the allotted forty-five- to sixty-minute testing session. At the end of the testing session, identify those students who require additional time to complete Part 1 of the reading test. Students must complete Part 1 of the reading test before being dismissed for the significant break. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 1 of the reading test. When all students have finished Part 1 or the allotted time for the testing session has ended, proceed as follows:

SAY This is the end of Part 1 of the reading test.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents must be located prior to dismissing students. All test materials **must** be kept in **secure, locked storage** until the administration of Part 1 of the mathematics test.*

Break. At the conclusion of Part 1 of the reading test, there should be a significant break so students may be refreshed before Part 1 of the mathematics test. Follow your Test Coordinator's instructions for providing this break.

Following the break, continue with the test administration.

Administering Part 1 of the Grades 3 through 8 Mathematics Test

No student should begin working on Part 1 of the mathematics test until Part 1 of the reading test has been completed.

Distribute the Grades 4 through 8 test books and answer documents or the Grade 3 test books.

*Students **must** use the same test materials for all days of AIMS testing.*

*Students may **not** use calculators for any part of the mathematics test. Students may **not** use scratch paper for any part of the mathematics test.*

SAY (For Grades 4–8) Please check to see that your name is on the front cover of the test book and the answer document.
(For Grade 3) Please check to see that your name is on the front cover of the test book.

You will now take Part 1 of the mathematics portion of AIMS.

Students must complete Part 1 of the reading test before being dismissed for the significant break.

DAY 2

Grades 3 through 8 Mathematics Test, Part 1

*Students may **not** use calculators for any part of the mathematics test.*

*Students may **not** use scratch paper for any part of the mathematics test.*

Scripted Directions for Day 2 (continued)

SAY

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her mathematics test invalidated.

The test book contains mathematics problems. You will read a problem and then answer the multiple-choice question that follows.

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

(For Grades 4–8) You may not use scratch paper. You may write in your test book, but you must mark all of your answers in the answer document. Only answers marked in the answer document will be scored. Make sure that you are marking your answer to a question in the space with the same number as the test question.

(For Grade 3) You may not use scratch paper. You may write in your test book, but do not write or mark near the bubbles where you will fill in your answers.

You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session will have his or her mathematics test invalidated.

Pause, and then continue.

SAY

(For Grades 6–8) Open your test book to *(for Grades 6 and 7 say the inside back cover; for Grade 8 say pages 57 and 58)* and look at the AIMS Reference Sheet.



(For Grades 6–8) Hold up the test book and point to the page designated “AIMS Reference Sheet.”

(For Grades 6–8) Make sure all students have turned to the correct page in their test books.

Scripted Directions for Day 2 (continued)

SAY (For Grades 6–8) You may use the information from this reference sheet at any time during the test. You may fold down the upper corner of this page. This will make it easier to find the reference sheet while you are working on the mathematics test.

Pause, and then continue.

SAY (For Grades 4 and 8) Open your answer document to page 1.
(For Grades 5, 6, and 7) Open your answer document to page 4.

(For Grades 4–8) Make sure all students have turned to the correct page in their answer documents.

SAY (For Grades 4–8) Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign.

Stop 

When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

You may not go back to any other portion of this answer document at any time.

Are there any questions?

Pause to answer any questions.

SAY (For Grade 3) Open your test book to page 59.
(For Grades 4 and 8) Open your test book to (for Grade 4 say page 55; for Grade 8 say page 59) and your answer document to page 3.
(For Grades 5, 6, and 7) Open your test book to (for Grade 5 say page 57; for Grade 6 say page 61; for Grade 7 say page 65) and your answer document to page 7.

Scripted Directions for Day 2 (continued)

Make sure all students have turned to the correct pages in their test materials, and then continue.

SAY We will begin by doing two sample multiple-choice questions.

These are the types of questions you will be answering during this session. For each sample, you will read the question in your test book, then fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

SAY (For Grades 4–8) Read Sample A in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample A, stop working.
(For Grade 3) Read Sample A in your test book, then fill in the bubble for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A, and then continue.

SAY The correct answer for Sample A is “D.”

Pause, and then continue.

SAY (For Grades 4–8) Now read Sample B in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample B, stop working.
(For Grade 3) Read Sample B in your test book, then fill in the bubble for the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B, and then continue.

SAY The correct answer for Sample B is “B.”

Pause, and then continue.

SAY (For Grades 4–8) Follow the directions that appear throughout the test book and mark your answers in the answer document. Please answer all questions. Questions left blank are scored as incorrect.

Scripted Directions for Day 2 (continued)

SAY (For Grade 3) Follow the directions that appear throughout the test book and mark your answers in the test book. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 1 of the mathematics test, you may go back and check your work for Part 1 of the mathematics test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. It is not necessary to erase your scratch work in the test book.

(For Grades 4–8) When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

(For Grade 3) When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 1 of the mathematics test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete Part 1 of the mathematics test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Now turn to the next page of Part 1 of the mathematics test in your test book.

Make sure all students have turned to the correct page in their test books.

SAY You may begin Part 1 of the mathematics test.

While students are taking Part 1 of the mathematics test, move around the room to make sure students are progressing through Part 1. As each student finishes Part 1 of the mathematics test, collect the student's test materials. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Scripted Directions for Day 2 (continued)

Students must complete Part 1 of the mathematics test before the end of the school day.

DAY 2

Most students should have time to finish Part 1 of the mathematics test during the allotted forty-five minute testing session. At the end of the forty-five minute testing session, identify those students who require additional time to complete Part 1 of the mathematics test. Students must complete Part 1 of the mathematics test before the end of the school day. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 1 of the mathematics test. When all students have finished Part 1 or the allotted time for the testing session has ended, proceed as follows:

SAY ➤

This is the end of Part 1 of the mathematics test. This is also the end of this day of AIMS testing.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located prior to dismissing students. All test materials must be kept in **secure, locked storage** until the test materials are returned to the Test Coordinator at the end of the testing day. Students must use the same test materials for all days of AIMS testing.*

Scripted Directions for Day 3

Administering Part 2 of the Grades 3 through 8 Reading Test

Distribute the Grades 4 through 8 test books and answer documents or the Grade 3 test books.

Students must use the same test materials for all days of AIMS testing.

*Students may **not** use dictionaries or thesauri for any part of the reading test.*

*Grades 3 through 8
Reading Test, Part 2*

*Students may **not**
use dictionaries or
thesauri for any part
of the reading test.*

SAY Today you will be taking Part 2 of the reading portion of Arizona's Instrument to Measure Standards (AIMS) and Part 2 of the mathematics portion of AIMS.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her reading test invalidated.



For Grades 4–8, hold up a test book and an answer document and point to the lines on the front covers labeled "Student Name."

For Grade 3, hold up a test book and point to the line on the front cover labeled "Student Name."

SAY (For Grades 4–8) Students must use the same test book and answer document for all days of AIMS testing. Please check to see that the test book and answer document in front of you are the same ones you used for previous AIMS testing and have your name on the front covers.

(For Grade 3) Students must use the same test book for all days of AIMS testing. Please check to see that the test book in front of you is the same one you used for previous AIMS testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in any previous day(s) of AIMS testing, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test book and answer document (for Grades 4 through 8). For Grades 4 through 8, guide student through completing the test form bubble on the cover of the answer document.

DAY 3

Scripted Directions for Day 3 (continued)

DAY 3

SAY

Today you will begin with Part 2 of the reading test. The test book contains several passages followed by multiple-choice questions. You will read a passage and then answer the multiple-choice questions that follow. You may refer back to the passage when answering the questions.

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

(For Grades 4–8) You may write in your test book, but you must mark all of your answers in the answer document. Only answers marked in the answer document will be scored.

(For Grade 3) You may write in your test book, but do not write or mark near the bubbles where you will fill in your answers.

You may not use a dictionary or a thesaurus for any part of this test. You may not use scratch paper for any part of this test.

(For Grades 4 and 8) Open your answer document to page 1.

(For Grades 5, 6, and 7) Open your answer document to page 4.

Make sure all students have turned to the correct page in their answer documents.

SAY

(For Grades 4–8) Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign.

Stop 

When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

Scripted Directions for Day 3 (continued)

SAY You may not go back to any other portion of this answer document at any time.

Are there any questions?

Pause to answer any questions.

SAY (For Grade 3) Open your test book to page 23.
(For Grades 4 and 8) Open your test book to (for Grade 4 say page 19; for Grade 8 say page 21) and your answer document to page 2.
(For Grades 5, 6, and 7) Open your test book to (for Grade 5 say page 25; for Grade 6 say page 25; for Grade 7 say page 27) and your answer document to page 5.

Make sure all students have turned to the correct pages in their test materials, and then continue.

SAY We will begin by doing two sample multiple-choice questions.
These are the types of questions you will be answering during this session. Read the question, then fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

SAY (For Grades 4–8) Read Sample C in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample C, stop working.
(For Grade 3) Read Sample C in your test book, then fill in the bubble for the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C, and then continue.

SAY The correct answer for Sample C is “B.”

Pause, and then continue.

SAY (For Grades 4–8) Read Sample D in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample D, stop working.
(For Grade 3) Read Sample D in your test book, then fill in the bubble for the answer you choose. When you have finished Sample D, stop working.

Scripted Directions for Day 3 (continued)

Give students time to answer Sample D, and then continue.

SAY ▶ The correct answer for Sample D is “B.”

Pause, and then continue.

SAY ▶ (For Grades 4–8) Follow the directions that appear throughout the test book and mark your answers in the answer document. Please answer all questions. Questions left blank are scored as incorrect.
(For Grade 3) Follow the directions that appear throughout the test book and mark your answers in the test book. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 2 of the reading test, you may go back and check your work for Part 2 of the reading test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

(For Grades 4–8) When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

(For Grade 3) When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 2 of the reading test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete Part 2 of the reading test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY ▶ Now turn to the next page of Part 2 of the reading test in your test book.

Make sure all students have turned to the correct page in their test books.

Scripted Directions for Day 3 (continued)

SAY You may begin Part 2 of the reading test.

While students are taking Part 2 of the reading test, move around the room to make sure students are progressing through Part 2. As each student finishes Part 2 of the reading test, collect the student's test materials. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Most students should have time to finish Part 2 of the reading test during the allotted forty-five- to sixty-minute testing session. At the end of the testing session, identify those students who require additional time to complete Part 2 of the reading test. Students must complete Part 2 of the reading test before being dismissed for the significant break. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 2 of the reading test. When all students have finished Part 2 or the allotted time for the testing session has ended, proceed as follows:

SAY This is the end of Part 2 of the reading test.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents must be located prior to dismissing students. All test materials **must** be kept in **secure, locked storage** until the administration of Part 2 of the mathematics test.*

Break. At the conclusion of Part 2 of the reading test, there should be a significant break so students may be refreshed before Part 2 of the mathematics test. Follow your Test Coordinator's instructions for providing this break.

Following the break, continue with the test administration.

Administering Part 2 of the Grades 3 through 8 Mathematics Test

No student should begin working on Part 2 of the mathematics test until Part 2 of the reading test has been completed.

Distribute the Grades 4 through 8 test books and answer documents or the Grade 3 test books.

*Students **must** use the same test materials for the writing, reading, and mathematics tests.*

Students must complete Part 2 of the reading test before being dismissed for the significant break.

DAY 3

Grades 3 through 8 Mathematics Test, Part 2

Scripted Directions for Day 3 (continued)

Students may **not** use calculators for any part of the mathematics test.

Students may **not** use scratch paper for any part of the mathematics test.

Students may **not** use calculators for any part of the mathematics test. Students may **not** use scratch paper for any part of the mathematics test.

SAY

(For Grades 4–8) Please check to see that your name is on the front cover of the test book and the answer document.

(For Grade 3) Please check to see that your name is on the front cover of the test book.

You will now take Part 2 of the mathematics portion of AIMS.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her mathematics test invalidated.

The test book contains mathematics problems. You will read a problem and then answer the multiple-choice question that follows.

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

(For Grades 4–8) You may not use scratch paper. You may write in your test book, but you must mark all of your answers in the answer document. Only answers marked in the answer document will be scored. Make sure that you are marking your answer to a question in the space with the same number as the test question.

(For Grade 3) You may not use scratch paper. You may write in your test book, but do not write or mark near the bubbles where you will fill in your answers.

You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session will have his or her mathematics test invalidated.

Pause, and then continue.

Scripted Directions for Day 3 (continued)

SAY (For Grades 6–8) Open your test book to (for Grades 6 and 7 say the inside back cover; for Grade 8 say pages 57 and 58) and look at the AIMS Reference Sheet.



(For Grades 6–8) Hold up the test book and point to the page designated “AIMS Reference Sheet.”

(For Grades 6–8) Make sure all students have turned to the correct page in their test books.

SAY (For Grades 6–8) You may use the information from this reference sheet at any time during the test. You may fold down the upper corner of this page. This will make it easier to find the reference sheet while you are working on the mathematics test.

Pause, and then continue.

SAY (For Grades 4 and 8) Open your answer document to page 1.
(For Grades 5, 6, and 7) Open your answer document to page 4.

(For Grades 4–8) Make sure all students have turned to the correct page in their answer documents.

SAY (For Grades 4–8) Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign.



When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

You may not go back to any other portion of this answer document at any time.

Are there any questions?

Scripted Directions for Day 3 (continued)

Pause to answer any questions.

SAY (For Grade 3) Open your test book to page 77.
(For Grades 4 and 8) Open your test book to (for Grade 4 say page 69; for Grade 8 say page 71) and your answer document to page 3.
(For Grades 5, 6, and 7) Open your test book to (for Grade 5 say page 71; for Grade 6 say page 73; for Grade 7 say page 79) and your answer document to page 7.

Make sure all students have turned to the correct pages in their test materials, and then continue.

SAY We will begin by doing one sample multiple-choice question.

This is the type of question you will be answering during this session. Read the question, then fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

SAY (For Grades 4–8) Read Sample C in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample C, stop working.
(For Grade 3) Read Sample C in your test book, then fill in the bubble for the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C, and then continue.

SAY The correct answer for Sample C is “D.”

Pause, and then continue.

SAY (For Grades 4–8) Follow the directions that appear throughout the test book and mark your answers in the answer document. Please answer all questions. Questions left blank are scored as incorrect.
(For Grade 3) Follow the directions that appear throughout the test book and mark your answers in the test book. Please answer all questions. Questions left blank are scored as incorrect.

Scripted Directions for Day 3 (continued)

SAY

When you finish Part 2 of the mathematics test, you may go back and check your work for Part 2 of the mathematics test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. It is not necessary to erase your scratch work in the test book.

(For Grades 4–8) When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

(For Grade 3) When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 2 of the mathematics test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete Part 2 of the mathematics test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY

Now turn to the next page of Part 2 of the mathematics test in your test book.

Make sure all students have turned to the correct page in their test books.

SAY

You may begin Part 2 of the mathematics test.

While students are taking Part 2 of the mathematics test, move around the room to make sure students are progressing through Part 2. As each student finishes Part 2 of the mathematics test, collect the student's test materials. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

DAY 3

Scripted Directions for Day 3 (continued)

Students must complete Part 2 of the mathematics test before the end of the school day.

Most students should have time to finish Part 2 of the mathematics test during the allotted forty-five minute testing session. At the end of the forty-five minute testing session, identify those students who require additional time to complete Part 2 of the mathematics test. Students must complete Part 2 of the mathematics test before the end of the school day. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 2 of the mathematics test. When all students have finished Part 2 or the allotted time for the testing session has ended, proceed as follows:

SAY ➤

This is the end of Part 2 of the mathematics test. This is also the end of this day of AIMS testing.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located prior to dismissing students. All test materials must be kept in **secure, locked storage** until the test materials are returned to the Test Coordinator at the end of the testing day. Students must use the same test materials for all days of AIMS testing.*

DAY 3

Scripted Directions for Day 4

Administering Part 3 of the Grades 3 through 8 Reading Test

Distribute the Grades 4 through 8 test books and answer documents or the Grade 3 test books.

Students must use the same test materials for all days of AIMS testing.

*Students may **not** use dictionaries or thesauri for any part of the reading test.*

*Grades 3 through 8
Reading Test, Part 3*

*Students may **not**
use dictionaries or
thesauri for any part
of the reading test.*

SAY Today you will be taking Part 3 of the reading portion of Arizona's Instrument to Measure Standards (AIMS) and Part 3 of the mathematics portion of AIMS.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her reading test invalidated.



For Grades 4–8, hold up a test book and an answer document and point to the lines on the front covers labeled "Student Name."

For Grade 3, hold up a test book and point to the line on the front cover labeled "Student Name."

SAY (For Grades 4–8) Students must use the same test book and answer document for all days of AIMS testing. Please check to see that the test book and answer document in front of you are the same ones you used for previous AIMS testing and have your name on the front covers.

(For Grade 3) Students must use the same test book for all days of AIMS testing. Please check to see that the test book in front of you is the same one you used for previous AIMS testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in any previous days of AIMS testing, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test book and answer document (for Grades 4 through 8). For Grades 4 through 8, guide student through completing the test form bubble on the cover of the answer document.

DAY 4

Scripted Directions for Day 4 (continued)

SAY

Today you will begin with Part 3 of the reading test. The test book contains several passages followed by multiple-choice questions. You will read a passage and then answer the multiple-choice questions that follow. You may refer back to the passage when answering the questions.

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

(For Grades 4–8) You may write in your test book, but you must mark all of your answers in the answer document. Only answers marked in the answer document will be scored.

(For Grade 3) You may write in your test book, but do not write or mark near the bubbles where you will fill in your answers.

You may not use a dictionary or a thesaurus for any part of this test. You may not use scratch paper for any part of this test.

(For Grades 4 and 8) Open your answer document to page 1.

(For Grades 5, 6, and 7) Open your answer document to page 4.

Make sure all students have turned to the correct page in their answer documents.

SAY

(For Grades 4–8) Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign.

Stop 

When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

Scripted Directions for Day 4 (continued)

SAY You may not go back to any other portion of this answer document at any time.

Are there any questions?

Pause to answer any questions.

SAY (For Grade 3) Open your test book to page 41.
(For Grades 4 and 8) Open your test book to (for Grade 4 say page 35; for Grade 8 say page 39) and your answer document to page 2.
(For Grades 5, 6, and 7) Open your test book to (for Grade 5 say page 41; for Grade 6 say page 41; for Grade 7 say page 47) and your answer document to page 5.

Make sure all students have turned to the correct pages in their test materials, and then continue.

SAY We will begin by doing one sample multiple-choice question.
This is the type of question you will be answering during this session. Read the question, then fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

SAY (For Grades 4–8) Read Sample E in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample E, stop working.
(For Grade 3) Read Sample E in your test book, then fill in the bubble for the answer you choose. When you have finished Sample E, stop working.

Give students time to answer Sample E, and then continue.

SAY The correct answer for Sample E is “D.”

Pause, and then continue.

SAY (For Grades 4–8) Follow the directions that appear throughout the test book and mark your answers in the answer document. Please answer all questions. Questions left blank are scored as incorrect.
(For Grade 3) Follow the directions that appear throughout the test book and mark your answers in the test book. Please answer all questions. Questions left blank are scored as incorrect.

Scripted Directions for Day 4 (continued)

SAY

When you finish Part 3 of the reading test, you may go back and check your work for Part 3 of the reading test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

(For Grades 4–8) When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

(For Grade 3) When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 3 of the reading test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete Part 3 of the reading test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY

Now turn to the next page of Part 3 of the reading test in your test book.

Make sure all students have turned to the correct page in their test books.

SAY

You may begin Part 3 of the reading test.

While students are taking Part 3 of the reading test, move around the room to make sure students are progressing through Part 3. As each student finishes Part 3 of the reading test, collect the student's test materials. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Most students should have time to finish Part 3 of the reading test during the allotted forty-five- to sixty-minute testing session. At the end of the testing session, identify those students who require additional time to complete Part 3 of the reading test. Students must complete Part 3 of the reading test before being dismissed for the significant break. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 3 of the reading test. When all students have finished Part 3 or the allotted time for the testing session has ended, proceed as follows:

Students must complete Part 3 of the reading test before being dismissed for the significant break.

DAY 4

Scripted Directions for Day 4 (continued)

SAY This is the end of Part 3 of the reading test.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents must be located prior to dismissing students. All test materials **must** be kept in **secure, locked storage** until the administration of Part 3 of the mathematics test.*

Break. At the conclusion of Part 3 of the reading test, there should be a significant break so students may be refreshed before Part 3 of the mathematics test. Follow your Test Coordinator's instructions for providing this break.

Following the break, continue with the test administration.

Administering Part 3 of the Grades 3 through 8 Mathematics Test

No student should begin working on Part 3 of the mathematics test until Part 3 of the reading test has been completed.

Distribute the Grades 4 through 8 test books and answer documents or the Grade 3 test books.

*Students **must** use the same test materials for all days of AIMS testing.*

*Students may **not** use calculators for any part of the mathematics test. Students may **not** use scratch paper for any part of the mathematics test.*

SAY (For Grades 4–8) Please check to see that your name is on the front cover of the test book and the answer document.
(For Grade 3) Please check to see that your name is on the front cover of the test book.

You will now take Part 3 of the mathematics portion of AIMS.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her mathematics test invalidated.

*Grades 3 through 8
Mathematics Test,
Part 3*

*Students may **not**
use calculators for
any part of the
mathematics test.*

DAY 4

*Students may **not**
use scratch paper
for any part of the
mathematics test.*

Scripted Directions for Day 4 (continued)

SAY

The test book contains mathematics problems. You will read a problem and then answer the multiple-choice question that follows.

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

(For Grades 4–8) You may not use scratch paper. You may write in your test book, but you must mark all of your answers in the answer document. Only answers marked in the answer document will be scored. Make sure that you are marking your answer to a question in the space with the same number as the test question.

(For Grade 3) You may not use scratch paper. You may write in your test book, but do not write or mark near the bubbles where you will fill in your answers.

You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session will have his or her mathematics test invalidated.

Pause, and then continue.

SAY

(For Grades 6–8) Open your test book to *(for Grades 6 and 7 say the inside back cover; for Grade 8 say pages 57 and 58)* and look at the AIMS Reference Sheet.



(For Grades 6–8) Hold up the test book and point to the page designated “AIMS Reference Sheet.”

(For Grades 6–8) Make sure all students have turned to the correct page in their test books.

SAY

(For Grades 6–8) You may use the information from this reference sheet at any time during the test. You may fold down the upper corner of this page. This will make it easier to find the reference sheet while you are working on the mathematics test.

Pause, and then continue.

Scripted Directions for Day 4 (continued)

SAY (For Grades 4 and 8) Open your answer document to page 1.
(For Grades 5, 6, and 7) Open your answer document to page 4.

(For Grades 4–8) Make sure all students have turned to the correct page in their answer documents.

SAY (For Grades 4–8) Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign.

Stop 

When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

You may not go back to any other portion of this answer document at any time.

SAY Are there any questions?

Pause to answer any questions.

SAY (For Grade 3) Open your test book to page 93.
(For Grades 4 and 8) Open your test book to page 83 and your answer document to page 3.
(For Grades 5, 6, and 7) Open your test book to (for Grade 5 say page 83; for Grade 6 say page 87; for Grade 7 say page 95) and your answer document to page 7.

Make sure all students have turned to the correct pages in their test materials, and then continue.

SAY We will begin by doing one sample multiple-choice question.

Scripted Directions for Day 4 (continued)

SAY This is the type of question you will be answering during this session. Read the question, then fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

SAY (For Grades 4–8) Read Sample D in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample D, stop working.
(For Grade 3) Read Sample D in your test book, then fill in the bubble for the answer you choose. When you have finished Sample D, stop working.

Give students time to answer Sample D, and then continue.

SAY The correct answer for Sample D is “A.”

Pause, and then continue.

SAY (For Grades 4–8) Follow the directions that appear throughout the test book and mark your answers in the answer document. Please answer all questions. Questions left blank are scored as incorrect.
(For Grade 3) Follow the directions that appear throughout the test book and mark your answers in the test book. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 3 of the mathematics test, you may go back and check your work for Part 3 of the mathematics test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. It is not necessary to erase your scratch work in the test book.

(For Grades 4–8) When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

(For Grade 3) When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

Scripted Directions for Day 4 (continued)

SAY You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 3 of the mathematics test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete Part 3 of the mathematics test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Now turn to the next page of Part 3 of the mathematics test in your test book.

Make sure all students have turned to the correct page in their test books.

SAY You may begin Part 3 of the mathematics test.

While students are taking Part 3 of the mathematics test, move around the room to make sure students are progressing through Part 3. As each student finishes Part 3 of the mathematics test, collect the student's test materials. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Most students should have time to finish Part 3 of the mathematics test during the allotted forty-five minute testing session. At the end of the forty-five minute testing session, identify those students who require additional time to complete Part 3 of the mathematics test. Students must complete Part 3 of the mathematics test before the end of the school day. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 3 of the mathematics test. When all students have finished Part 3 or the allotted time for the testing session has ended, proceed as follows:

SAY This is the end of Part 3 of the mathematics test. This is also the end of this day of AIMS testing.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located prior to dismissing students. All test materials must be kept in **secure, locked storage** until the test materials are returned to the Test Coordinator at the end of the testing day.*

Students must complete Part 3 of the mathematics test before the end of the school day.

DAY 4

Scripted Directions for Day 5

Grades 4 and 8
Science Test, Part 1

Students may **not**
use calculators for
any part of the
science test.

Students may **not**
use scratch paper
for any part of the
science test.

Administering Part 1 of the Grades 4 and 8 Science Test

Distribute the test books and the answer documents to students. Students must use the same test materials for all days of AIMS testing.

*Students may **not** use calculators for any part of the science test. Students may **not** use dictionaries for any part of the science test. Students may **not** use scratch paper for any part of the science test.*

SAY

Today you will be taking the science portion of Arizona's Instrument to Measure Standards (AIMS).

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her science test invalidated.



Hold up a test book and an answer document and point to the lines labeled "Student Name."

SAY

Students must use the same test book and answer document for all days of AIMS testing. Please check to see that the test book and answer document in front of you are the same ones you used for previous AIMS testing and have your name on the front covers.

Pause while students confirm they have the correct test materials. If any student did not participate in any previous days of AIMS testing, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test book and answer document. Guide student through completing the test form bubble on the cover of the answer document.

SAY

The test book contains science questions. You will read a multiple-choice question and then choose one of the answers that follow.

Scripted Directions for Day 5 (continued)



To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

You may not use scratch paper for any part of this test. You may write in your test book, but you must mark all of your answers on the answer document. Only answers marked on the answer document will be scored. Make sure that you are marking your answer to a question in the space with the same number as the test question.

You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session will have his or her science test invalidated.

Pause, and then continue.



(For Grade 8) Open your test book to the inside back cover and look at the AIMS Reference Sheet.



(For Grade 8) Hold up the test book and point to the page designated "AIMS Reference Sheet."

(For Grade 8) Make sure all students have turned to the correct page in their test books.



(For Grade 8) You may use the information from the AIMS Reference Sheet at any time during the test. You may fold down the upper corner of this page. This will make it easier to find the reference sheet while you are working on the science test.

Pause, and then continue.



Open your answer document to page 1.

Make sure all students have turned to the correct page in their answer documents.

Scripted Directions for Day 5 (continued)



Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign:



When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

You may not go back to any other portion of this answer document at any time.

Are there any questions?

Pause to answer any questions, and then continue.



Open your test book to (*for Grade 4 say page 97; for Grade 8 say page 99*) and in your answer document turn to page 4.

Make sure all students have turned to the correct pages in their test materials, and then continue.



We will begin by doing one sample multiple-choice question.

This is the type of question you will be answering during this session. Read the question in your test book, then fill in the bubble on your answer document that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

Scripted Directions for Day 5 (continued)

SAY Read Sample A in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A.

SAY The correct answer for Sample A is “C.”

Pause, and then continue.

SAY Follow the directions that appear throughout the test book and mark your answers on the answer document. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 1 of the science test, you may go back and check your work for Part 1 of the science test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 1 of the science test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the entire science test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Now turn to the next page of Part 1 of the science test in your test book.

Make sure all students have turned to the correct page in their test books.

SAY You may begin Part 1 of the science test.

Scripted Directions for Day 5 (continued)

While students are taking Part 1 of the science test, move around the room to make sure students are progressing through Part 1. As each student finishes Part 1 of the science test, collect the student's answer document and test book. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Most students should have time to finish Part 1 of the science test during the allotted forty-five- to sixty-minute testing session. At the end of the forty-five- to sixty-minute testing session, identify those students who require additional time to complete Part 1 of the science test. Students must complete Part 1 of the science test before being dismissed for the significant break. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 1 of the science test. When all students have finished Part 1 or the allotted time for the session has ended, proceed as follows:

SAY This is the end of Part 1 of the science test.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents must be located prior to dismissing students. All test materials must be kept in **secure, locked storage** until the administration of Part 2 of the science test.*

Break. At the conclusion of Part 1 of the science test, there should be a significant break so students may be refreshed before continuing with the test. Follow your Test Coordinator's instructions for providing this significant break.

Following the break, continue with the test administration.

Administering Part 2 of the Grades 4 and 8 Science Test

No student should begin working on Part 2 of the Grades 4 and 8 science test until Part 1 has been completed.

Distribute the test books and answer documents to students. Students must use the same test materials for all days of AIMS testing.

*Students may **not** use calculators for any part of the science test. Students may **not** use dictionaries for any part of the science test. Students may **not** use scratch paper for any part of the science test.*

SAY Please check to see that your name is on the front of both the test book and the answer document. You will now take Part 2 of the science test.

Students must complete Part 1 of the science test before being dismissed for the significant break.

Grades 4 and 8
Science Test, Part 2

Students may **not** use calculators for any part of the science test.

Students may **not** use scratch paper for any part of the science test.

DAY 5
Grades 4 and 8

Scripted Directions for Day 5 (continued)

SAY

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her science test invalidated.

The test book contains science questions. You will read a multiple-choice question and then choose one of the answers that follow.

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

You may not use scratch paper for any part of this test. You may write in your test book, but you must mark all of your answers on the answer document. Only answers marked on the answer document will be scored. Make sure that you are marking your answer to a question in the space with the same number as the test question.

You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session will have his or her science test invalidated.

Pause, and then continue.

SAY

(For Grade 8) Open your test book to the inside back cover and look at the AIMS Reference Sheet.



(For Grade 8) Hold up the test book and point to the page designated "AIMS Reference Sheet."

(For Grade 8) Make sure all students have turned to the correct page in their test books.

Scripted Directions for Day 5 (continued)

SAY (For Grade 8) You may use the information from the AIMS Reference Sheet at any time during the test. You may fold down the upper corner of this page. This will make it easier to find the reference sheet while you are working on the science test.

Pause, and then continue.

SAY Open your answer document to page 1.

Make sure all students have turned to the correct page in their answer documents.

SAY Read along silently while I read aloud.

As you finish each part of the test, you will see the following stop sign.



When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the test book has been answered.
- The bubbles for your answers are filled in completely.
- All other bubbles are empty.

You may not go back to any other portion of this answer document at any time.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Open your test book to (for Grade 4 say page 113; for Grade 8 say page 117) and in your answer document turn to page 4.

Make sure all students have turned to the correct pages in their test materials, and then continue.

Scripted Directions for Day 5 (continued)

SAY We will begin by doing one sample multiple-choice question.

This is the type of question you will be answering during this session. Read the question in your test book, then fill in the bubble on your answer document that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark.

Pause, and then continue.

SAY Read Sample B in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B.

SAY The correct answer for Sample B is "A."

Pause, and then continue.

SAY Follow the directions that appear throughout the test book and mark your answers on the answer document. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 2 of the science test, you may go back and check your work for Part 2 of the science test only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

When you finish checking your work, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 2 of the science test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the science test by the end of the school day.

Are there any questions?

Scripted Directions for Day 5 (continued)

Pause to answer any questions, and then continue.

SAY ➤ Turn to the next page of Part 2 in your test book.

Make sure all students have turned to the correct page in their test books.

SAY ➤ You may begin Part 2 of the science test.

While students are taking Part 2 of the science test, move around the room to make sure students are progressing through Part 2. As each student finishes Part 2 of the science test, collect the student's answer document and test book. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Most students should have time to finish Part 2 of the science test during the allotted forty-five- to sixty-minute testing session. At the end of the forty-five- to sixty-minute testing session, identify those students who require additional time to complete Part 2 of the science test. Students must complete Part 2 of the science test before the end of the school day. Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 2 of the science test. When all students have finished Part 2 or the allotted time for the testing session has ended, proceed as follows:

SAY ➤ This is the end of Part 2 of the science test. This is also the end of AIMS testing.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents must be located prior to dismissing students. All test materials **must** be kept in **secure, locked storage** until test materials are returned to the Test Coordinator at the end of the testing day.*

Students must complete Part 2 of the science test before the end of the school day.

After Testing

Inspecting Test Materials

After testing, Test Administrators should inspect AIMS test materials to ensure the following:

- ☐ The student has completed his or her name, teacher name, school, and district on the front of the test book and answer document (for Grade 3, test book).
- ☐ Test books and answer documents have been separated into individual stacks. Test books must not contain answer documents.
- ☐ The Pre-ID label has been applied in the designated location on the front of the answer document or the Grade 3 test book, or if no Pre-ID label is available, the student demographic data grid located on the back of the answer document or Grade 3 test book has been completed. See "Completing Student Identification Information" on the following page for more detailed instructions.
- ☐ The letter to designate the test book form the student used is correctly coded on the answer documents.
- ☐ The accommodations information on the answer document or the Grade 3 test book has been correctly coded for all students receiving standard accommodations. See "Completing Student Identification Information" on the following page for more detailed instructions.
- ☐ The student's marks in the answer document or the Grade 3 test book have been made with a No. 2 pencil and any erasures are complete and neat. Light marks and marks made with a colored pencil, ink or felt-tip pen, marker, or highlighter cannot be properly scored. These marks should be marked over with a No. 2 pencil.

Completing Student Identification Information

During testing, students were directed to write some student identification information on both their test book and answer document. There is additional student identification information on the answer document that must be completed by the Test Coordinator, Test Administrator, Proctor, or other designated school personnel. Some student identification information is included in a Pre-ID label; other information must be hand-bubbled. Follow the directions below for students with a Pre-ID label, for students without a Pre-ID label, and for students who tested using standard accommodations.

All information on the student demographic data grid must be marked using a No. 2 pencil. It is important to fill in the bubbles completely and to make the marks heavy and dark. Any errors must be completely erased.

Students With Pre-ID Labels

If students have a Pre-ID label, affix the label in the designated space on the answer document or the Grade 3 test book. This may be done before or after testing.

Do **not** bubble any information in sections A through H on the demographics data grid, as all of this information is already coded within the Pre-ID label.

Students Without Pre-ID Labels

If students do not have Pre-ID labels, the student demographic data grid **must** be completed by the Test Coordinator, Test Administrator, Proctor, or other designated school personnel. This may be done before or after testing. See instructions for bubbling demographic data on the following pages.

The student demographic data grid is **not** to be completed by students.

Students Who Tested Using Standard Accommodations

Certain students are eligible to use standard accommodations while testing on AIMS. For students **with** Pre-ID labels and for students **without** Pre-ID labels, the use of standard accommodations must be recorded in section K of the demographics data grid as described on pages 61–62. **The recording of standard accommodations in section K of the demographics data grid must be done after testing.**

For detailed information on testing accommodations, please see “Testing Accommodations: Guidelines for 2009–2010” on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering.

This page is to be filled in by school or district personnel. Instructions for completing this page are included in the *Test Administration Directions*.

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A sample of the student demographic data grid

A Last Name, First Name, M

Using the student's legal name, print the student's last name in the row of boxes under the section for "Last Name." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's last name, leave off the letters at the end.

Using the student's legal name, print the student's first name in the row of boxes under the section for "First Name." Do not use a nickname. Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's first name, leave off the letters at the end.

Using the student's legal name, print the first letter of the student's middle name in the box under the section for "M." Leave the box blank if the student does not have a middle name.

Fill in the appropriate bubble in the column under each letter in the student's name. If there are any blank boxes, fill in the empty bubbles at the top of the column.

B SAIS NUMBER

In the section that says "SAIS Number," enter the student's SAIS Number in the boxes at the top of the columns. Fill in the appropriate bubble in the column under each number. The SAIS Number should completely fill the columns. For SAIS Numbers that are less than 8 digits long, add an appropriate number of zeros to the front of the SAIS Number to make it 8 digits long.

C School Student ID Number

In the section that says "School Student ID Number," enter the student's local School Student ID Number in the boxes at the top of the columns, beginning in the first box on the left. Fill in the appropriate bubble in the column under each number. If the student's local Student ID Number does not require all of the columns, leave the extra columns blank.

D Birth Date

In the section that says "Birth Date," fill in the bubbles for the Month, the Day, and the Year for the student's date of birth. For example, if the student was born March 2, 1998, fill in the bubble for the month of March designated by "Mar" in the Month column, the bubbles for 0 and 2 in the Day columns, and the bubbles for 9 and 8 in the Year columns.

F Gender

In the section that says "Gender," fill in the bubble that corresponds to the student's gender.

G Enrollment

Fill in the bubble for “Not Enrolled” **only** if the student is not currently enrolled at the school where the test was administered.

This bubble is very rarely marked. Check with your School Test Coordinator before marking the “Not Enrolled” bubble.

H Ethnic Background

In the section that says “Ethnic Background,” fill in the bubble that corresponds to the ethnic group indicated in the student’s SAIS record.

I For Pearson Use Only

Do not mark any bubbles in this section.

K Standard Accommodations

This section of the demographics data grid is to be completed after testing by the Test Administrator or Proctor who witnessed the use of the testing accommodation or who actually provided the testing accommodation.

For each content area where a standard accommodation was used, mark the appropriate numbered bubble for each accommodation using the following key. Content area is indicated at the top of the column of bubbles (W = writing, R = reading, M = mathematics, and S = science). If students qualify for standard accommodations in multiple categories (for example, Injury and ELL/FEP) mark all accommodations received in all applicable categories.

If a student did not receive any standard accommodations, then leave all bubbles in section K blank.

Injury

Complete this section for students who were eligible to receive a standard accommodation due to an injury.

1 = Answers transferred from test book into answer document

2 = Multiple choice responses recorded or dictated to a scribe
(not available for writing)

3 = Assistive technology used with spell check, grammar check, and predict ahead functions turned off
(not available for reading, mathematics, or science)

ELL/FEP

Complete this section for students who were eligible to receive a standard accommodation due to their classification as an English Language Learner student or as a Fluent English Proficient (year 1 or year 2) student.

- 4** = More breaks and/or several shorter sessions
- 5** = Simplified language for the scripted directions in English
- 6** = Test items read aloud in English as needed upon student request
(not available for reading)
- 7** = Word-for-word translation dictionary used
- 8** = Exact oral translation of the directions as needed upon student request

IEP/504

Complete this section for students who were eligible to receive a standard accommodation due to their IEP or 504 plan.

- 9** = Place marker used
- 10** = More breaks and/or several shorter sessions
- 11** = Tested at a different time of day
- 12** = Simplified language for the scripted directions in English
- 13** = Read aloud or sign the directions that students read on their own
- 14** = Test items read aloud in English as needed upon student request
(not available for reading)
- 15** = Large print edition of test
- 16** = Abacus used, for blind students only
(not available for writing, reading, or science)
- 17** = Electronic dictionary and/or thesaurus used, for blind students only
(not available for reading, mathematics, or science)
- 18** = Braille writer used, for blind students only
- 19** = Answers transferred from test book into answer document
- 20** = Multiple choice responses recorded or dictated to a scribe
(not available for writing)
- 21** = Assistive technology used with spell check, grammar check, and predict ahead functions turned off
(not available for reading, mathematics, or science)
- 22** = Use of a personal whiteboard as directed in *Testing Accommodations: Guidelines for 2009–2010*.
(not available for writing, reading, or science)

Braille = use of a Braille edition of the test

Transferring Student Responses

Only student responses written in No. 2 pencil in a standard answer document and returned with the scorable test materials are scored. Students who test using a Braille version or large print version of the answer document must have their responses transferred to a standard answer document or Grade 3 test book. Students who used certain standard accommodations (marked answers in their test book rather than in an answer document, recorded or dictated their multiple choice answers to a scribe, or used assistive technology) must have their responses transferred to a standard answer document or Grade 3 test book.

The Test Coordinator, Test Administrator, Proctor, or other designated school personnel may transfer student responses to a standard answer document or Grade 3 test book. Follow the directions below for transferring multiple choice responses and AIMS Writing responses. **Student responses that are not transferred into a standard answer document or Grade 3 test book will not be scored.**

Transferring Multiple Choice Responses

Using a No. 2 pencil, mark the student's multiple choice responses exactly as indicated by the student. If the student marks more than one answer choice for a particular test item, mark the standard answer document (or Grade 3 test book) in the same way. If the student leaves a particular test item unanswered, leave that same test item unanswered in the standard answer document (or Grade 3 test book). The standard answer document (or Grade 3 test book) with the student's transferred responses is to be returned with the school's scorable test materials.

Any original written student responses not in a standard answer document, such as a Grade 4–8 test book with answers marked or a large print answer document, are to be returned with the school's nonscorable test materials. Any adult transcription of student's dictated responses not in a standard answer document is to be returned with the school's nonscorable test materials. Any tape recording of the student's responses is to be erased.

Transferring AIMS Writing Responses

The AIMS Writing response for a student who uses assistive technology as an accommodation must be transferred into a standard AIMS answer document for scoring purposes as described below.

- When the student has completed his/her AIMS Writing response using assistive technology, send the response directly to a printer. Do not save the response. Do not email the response. If the writing response was automatically saved, delete the electronic response and empty the computer's recycling bin.
- The Test Coordinator, Test Administrator, Proctor, or other designated school personnel must transfer the print out of the student's response to the student's standard AIMS answer document. The transferred response must be handwritten in No. 2 pencil exactly as produced by the student without changing spelling, punctuation, word choice, or any other aspect of the student's response.
- The student's standard AIMS answer document with the transferred response is to be returned with the school's scorable test materials.
- Place the print out of the student's response inside the student's AIMS test book and return with the school's nonscorable test materials.

Only responses that are handwritten in No. 2 pencil on the appropriate pages of a standard AIMS answer document will be scored. The print out of the student's response will not be scored.

The AIMS Writing response for a student who uses large print as an accommodation must be transferred into a standard AIMS answer document for scoring purposes as described below.

- The Test Coordinator, Test Administrator, Proctor, or other designated school personnel must transfer the student's response in the large print answer document to the student's standard AIMS answer document. The transferred response must be handwritten in No. 2 pencil exactly as produced by the student without changing spelling, punctuation, word choice, or any other aspect of the student's response.
- The student's standard AIMS answer document with the transferred response is to be returned with the school's scorable test materials.
- Place the student's large print AIMS answer document inside the student's large print AIMS test book and return with the school's nonscorable test materials.

Only responses that are handwritten in No. 2 pencil on the appropriate pages of a standard AIMS answer document will be scored. The large print version of the AIMS answer document will not be scored.

Returning Test Materials to the Test Coordinator

All AIMS test materials, scorable and nonscorable, are to be returned to the Test Coordinator at the end of each testing day.

Scorable AIMS Test Materials

The following AIMS test materials are scorable:

- **Used AIMS Grade 3 Test Books**
- **Used AIMS Grades 4–8 Answer Documents**

Test Administrators should arrange the answer documents facing up. Paperclips or rubber bands must not be used to bind these materials as this would damage their edges. It is helpful, but not necessary, to alphabetize answer documents. Follow the directions of your Test Coordinator regarding the return of scorable test materials.

Nonscorable AIMS Test Materials

The following AIMS test materials are nonscorable:

- **Unused AIMS Grade 3 Test Books**
- **Used and unused AIMS Grades 4–8 Test Books**
- **Unused AIMS Grades 4–8 Answer Documents**
- ***AIMS 3–8 Test Administration Directions***

Follow the directions of your Test Coordinator regarding the return of nonscorable test materials.

Glossary

Arizona's Instrument to Measure Standards High School (AIMS)

The test provided for students in Arizona. AIMS tests specific performance objectives developed by the Arizona Department of Education.

Demographic Data Grid

The page that is used to gather student identification information, which must be completed for students without Pre-ID labels. Found on the back of the AIMS answer documents and Grade 3 test books.

Dictionary

A book of alphabetically arranged words with definitions. Etymologies, pronunciations, and other information may also be included.

Item

A question included as part of an AIMS test. Features both the stem (question) and answer choices. The entire writing prompt is also an item.

Pearson

The publishing company that is responsible for providing and scoring test materials for the Arizona Department of Education.

Pre-ID label

The label to be affixed to the front covers of the AIMS answer documents and Grade 3 test books. Student demographic data is coded within the Pre-ID label.

Proctor

An individual who assists the Test Administrator.

Significant Break

The break provided between testing sessions in order for students to be refreshed before proceeding with testing.

Test Administrator

An individual, usually a teacher, who is responsible for the administration of the test.

Test Coordinator

An individual who is responsible for distributing test materials, collecting test materials, and organizing testing for a school or district.



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